

**CITY OF SALINA**

**POSITION DESCRIPTION**

CLASS TITLE: Computer Technician II    GR: L    FLSA: NE    DATE: 12/08/2010

DEPARTMENT: Computer Technology    DIVISION: Computer Technology

REPORTS TO: Dir. Of Computer Tech.    APPROVED: \_\_\_\_\_    JOB CODE: 7014

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**GENERAL DESCRIPTION:**

Under general direction, installs and repairs personal computers and related applications, and participates in implementing personal computer systems and practices. Performs work with some complexity, requiring interpretive judgment within prescribed standards.

**TYPICAL DUTIES:**

Performs personal computer systems related tasks. This includes but it not limited to: assists in the implementation of personal computer networks; assists computer users in problem-solving of technical and operational difficulties; operates host computer system; provides general support to computer networks; responds to personal computer problems; updates peripherals; loads and configures software; configures devices for access to host computer system; identifies problems and provides potential solutions; performs overtime as required; performs other duties as required.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to an associate degree in computer sciences or technology. Prefer two years experience in personal computer hardware and software installation. Must obtain CompTIA's A+ Practical Application Certification within one year of appointment. Possession of a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationship with fellow employees, officials and the public. (Daily)

Effectively communicate orally and in writing. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Efficiently and effectively handle assigned service requests. (Daily)

Maintain and improve knowledge of user departments' priorities and requirements. (Daily)

Knowledgeable of current professional and technical aspects of personal computers and PC networks and continually upgrades knowledge. (Monthly)

Performs complex personal computer hardware and software installation in an accurate, timely, logical and understandable manner. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Organize files and maintain accurate records. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand

**Walking:** Frequent amount required

**Stooping/Bending:** Occasionally

**Stand/Sit:** Sit about 75 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential functions

**Hearing:** Frequently perceive nature of sounds by ear

**Speech:** Frequently express ideas by means of spoken words

**Eye/ Hand/ Foot/ Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** Minimal Exposure

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to understand and apply personal computer concepts.

Ability to organize files and effectively retrieve information.

Ability to evaluate and execute possible courses of action.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Telephone, computer, printer, fax, and copy machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.